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| | POLICY AND PROCEDURE | | SUPERSEDES: | NEW ISSUANCE | |
| | | | OPI: | HUMAN RESOURCES | |
| | | | REVIEW DATE: | September 20, 2024 | |
| | | | Approving Authority | Thomas Faust Director | |
| SUBJECT: | DOC RECRUITING/REFERRAL BONUS PROGRAM | | | | |
| NUMBER: | 3250.1 | | | | |
| Attachments: | Attachment A - DOC Correctional Officer Referral Bonus Form | | | | |

SUMMARY OF CHANGES:

| Section | Change |
|---------|--------------|
| | NEW ISSUANCE |
| | |

APPROVED:

Signature on File



Thomas Faust, Director

9/20/2023

Date Signed

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1. **PURPOSE AND SCOPE.** To establish policy and procedures to reward correctional officers or other non-uniform staff of the DC Department of Corrections (DOC) who recruit individuals for the position of an entry-level correctional officer.
2. **POLICY.** It is the policy of the DC Department of Corrections (DOC) to ensure that top quality individuals are selected through the recruitment and referral process and that DOC members are rewarded for their part of the recruitment and referral process. DOC recognizes that many of our best recruiting referrals derive from our membership.
3. **APPLICABILITY.** This directive applies to DOC members (uniform and non-uniform), who refers quality and eligible candidates for employment as an entry-level correctional officer at the DC Department of Corrections.
4. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, "the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sexual discrimination that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. DOC referring members (uniform and non-uniform staff) will be financially compensated, as the Mayor's budget allows, with a referral bonus for the recruitment of a qualified individual who successfully completes the Basic Correctional Officer Training Academy and graduates as an entry-level correctional officer.
 - 1) Referring members may receive a referral bonus of up to \$500.00 per applicant. Entry level correctional officers may receive \$500.00 bonus.
 - 2) This recruiting referral bonus shall not be shared among members or between the referring member and the applicant.

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- 3) To collect the recruiting referral bonus, the referring member must be presently employed by the DOC at the time the bonus is to be paid (i.e., the day the applicant starts the program and the day the applicant graduates). Members who have retired or separated from the DOC after referring an applicant shall not be eligible to collect the recruiting referral bonus.

6. DIRECTIVES AFFECTED

- a. **Directives Rescinded.** None.
- b. **Directives Referenced.** None.

7. **AUTHORITY.** District Personnel Manual, Chapter 11, § 1143 – Recruiting and Retention Incentives¹.

8. STANDARDS REFERENCED

- a. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 4-ALDF-7E-03.

9. **DEFINITIONS.** For the purpose of this directive, the following definitions apply:

- a. Referring Member- An eligible DOC member (uniform or non-uniform), who recommends a prospective entry-level correctional officer applicant to DOC.
- b. Referred Applicant- An individual candidate who has applied for a correctional officer position and has been recommended by an eligible DOC member.

10. PROCEDURES

- a. Referral Bonus Form
 - 1) DOC members who identify as a referring member to the recruitment and referral process of an entry-level correctional officer applicant must submit the DOC Correctional Officer Referral Bonus form (Attachment A)

¹ Note: Referral bonus does not apply to all new hires. In order to be eligible for the referral bonus, the employee at issue **must be a referred new hire.**

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to the Office of Human Resource Management (HRM) **prior** to the hiring of the applicant.

- 2) Referring members will only be eligible to collect the recruiting referral bonus for applications received after the effective date of this policy.
 - 3) Only one DOC referring member may be listed on the application.
- b. Referring members who have questions concerning the tax implications of receiving the recruiting referral bonus should consult with a tax professional.

11. NON-ELIGIBLE REFERRING MEMBERS. The following members are deemed ineligible to receive the recruiting referral bonus:

- a. Uniform members at the rank of captain or above;
- b. All Management Supervisory Service (MSS) members at Grade 14 and above or equivalent (e.g., Expected Service);
- c. Members assigned to the Office of General Counsel (OGC);
- d. Members assigned or detailed in a capacity related to recruiting or processing pre-employment hires (e.g., Human Resource Management Division), as recruiting is a core requisite of their job function.

12. RESPONSIBILITIES

- a. The Training Administrator and/or the manager of the Basic Correctional Officer Training Academy will:
 - 1) Notify the Human Resource Officer, upon the successful completion and graduation of entry-level correctional officers.
 - 2) Advise the Human Resource Officer of the separation of entry-level correctional officers.
- b. The Office of Human Resource Management (HRM) will:

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- 1) Maintain and manage a list of all referring members eligible to receive the referral bonus.
 - 2) Forward the name of the referring member to the Office of Pay and Retirement Services (OPRS) once the referred applicant has successfully graduated the Basic Correctional Officer Training Academy.
 - 3) Ensure the proper administration of the Recruiting Referral Bonus Program.
- c. Office of Pay and Retirement Services (OPRS) will:
- 1) Ensure payment of \$500.00 to referring members.

Attachment(s)

Attachment A – DOC Correctional Officer Referral Bonus Form

DOC/PP3250.1/9/20/23/OPP

DC Department of Corrections

Correctional Officer Referral Bonus Form

Date: _____

EMPLOYEE INFORMATION

Employee Name: _____

Telephone Number: _____

Work Location: _____

Email Address: _____

REFERRAL INFORMATION

Candidate Full Name: _____

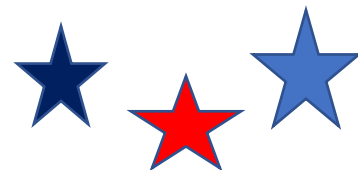
Telephone Number: _____

Cell #: _____

E-Mail Address: _____

Date of Birth: _____

Why is this candidate qualified for the position?



For Human Resources Use Only

Date Received: _____

Qualified for Position? _____

Hired? _____

Date of Academy Graduation: _____

Date referral submitted to payroll